

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

February 26 - Next City Council
Regular Meeting and Work
Session

Looking Ahead

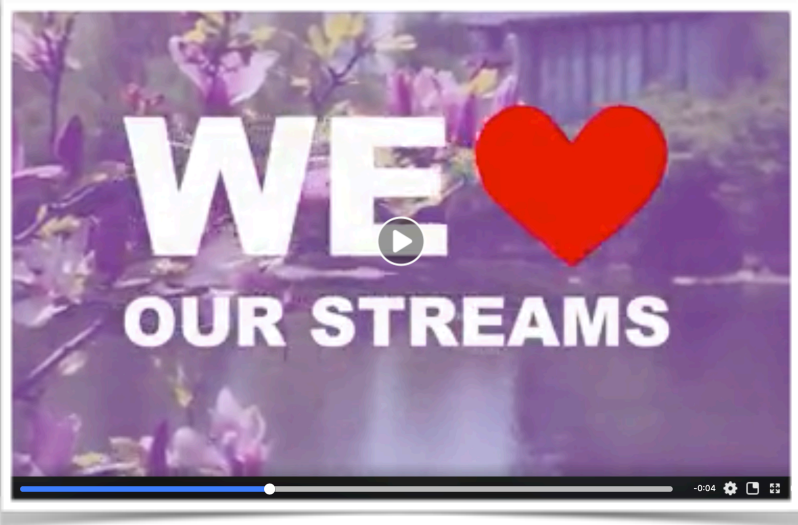
Monday, February 18: Courts
closed (President's Day)

Tuesday, February 19: Economic
Development Authority, Planning
Commission, School Board
Budget meetings

Thursday, February 21: Tourism
Board, Board of Architectural
Review meetings

Stay Informed!

- [CitE-News & ActivitE-News](#)
- [Latest News](#)
- [Get Alerts](#)
- [Mobile App](#)
- **WATCH!** [publiCITY](#) news show
Season 2 coming in February
- **LISTEN!** [Rouss Review](#) podcast:
Episode 3 (February 14):
Animal Cruelty laws



We ❤️ our streams. Be part of the Engineering Division's MS4 public outreach program [evaluation](#) and learn more about what the City does and what you can do to protect our natural waterways. February publiCITY will focus on stormwater.

City Manager's Takeaways

Continued working with departments to develop the proposed FY20 budget.

Winchester Parks and Recreation held their annual Customer Appreciation event on Tuesday.

Charles B. Rouss' birthday was on Monday. The City hopes to celebrate as we do every year once the Rouss City Hall renovation is complete.

Public Safety

Winchester Police

- Released edition 8 of *The Dispatch* (interdepartmental newsletter).
- Planned and coordinated promotional efforts for the Teen Academy, Junior Academy, and Badges & Batter programs.
- Attended budget meeting with the City Manager, Apple Blossom organizational meeting, HOG event planning meeting, and Carousel (Text to 911) meeting.
- Attended sniper, evidence.com, LInX refresher meetings.
- Continued internal officer-involved shooting investigation.
- Conducted drug court and curfew checks.
- Violent crimes:
 - Crimes against persons (felony) - 5
 - Crimes against persons (misdemeanor) - 14
- Property crimes:
 - Residential Burglaries - 0
 - Commercial Burglaries - 2
 - Other - 30

Winchester Fire and Rescue

- Held department All-Call meetings.
- Attended Apple Blossom kick-off planning meeting.
- Awaiting burn building site presentation material to be delivered Monday, February 18, 2019.
- Completed Field Training Officer (FTO) orientation and attended FTO rollout presentation by the Training Division.
- Attended City supervisor training dealing with Reasonable Suspicion and Drug Testing.
- Met with Shockey in regard to the Heart and Vascular Center connection.

Emergency Management

- Hosted and participated in 92nd Apple Blossom Emergency Management planning meeting.
- Hosted and participated in Community Emergency Response Team revitalization meeting.
- Monitored and provided weather information to various departments.

Police Activity	#
Calls for Service	871
Crash Reports	3
DUI/DWI	5
Alarms/False Alarms	22/22
Directed Patrols	62
Directed Patrols (OTW)	7
Extra Patrols	164
Extra Patrols (OTW)	4
Traffic Citations	61
Traffic Warnings	66
Special Events Permits Received/Approved	1/1 21 rec'd YTD

Fire Activity	#
Fire	3
Overpressure	0
EMS/Rescue	89
Hazardous Cond.	13
Service Call	4
Good Intent	4
False Alarms	11
Special Incident	3
Plan Review	5
Inspections	16
Reinspections	3

Development Services

Economic Redevelopment

- Participated in Shenandoah University Business Symposium planning committee meeting.
- Conducted 6 business retention/expansion meetings with Winchester businesses.
- Participated in a Region 8 Go Virginia conference call to discuss gova funding opportunities and regional events.
- Participated in regional brownfields project committee meeting to discuss funding and planning opportunities.
- Attended quarterly workforce development partners meeting at Valley Workforce.

Winchester/Frederick County Tourism

- Continued 2019 Visitor Guide design process (entirely produced in-house).
- Held a collaborative meeting group meeting between marketing directors, Convention and Visitors Bureau, Shenandoah University, Valley Health, and City and County Economic Development staff to discuss potential points of collaboration and the upcoming regional workforce study.
- Met with County staff regarding FY20 budget in preparation of upcoming budget meeting.
- Attended Chamber Marketing and Branding Committee meeting to discuss upcoming projects.
- Met with Blue Ridge Association of Realtors Young Professionals Network coordinator to discuss partnering and collaborating with local real estate agents.
- Worked on several travel writer leads for various outlets

Old Town Winchester (OTW)

- Held successful Chocolate Escape event. Distributed flyers and red balloon to participating businesses. Promoted the event using social media. Conducted a post-event survey of businesses for feedback on the Chocolate Escape event.
- Continued distribution of 2019 event rack cards.
- Presented 2018 year in review to City Council.
- Worked with business owners to address their concerns.
- Monthly Old Town Advancement Commission (OTAC) meeting resulted in motion to request \$2,500 for secondary district street banners and recommendations on Arts Grant disbursement. Met with OTAC chair as follow up.
- Held City Events Team meeting to discuss all 2019 applications received to-date.
- Notified arts grant applicants of their status.

Planning

- Prepared and distributed a regional summary of the latest population estimates released by the Weldon Cooper Center. The provisional estimate for Winchester as of July 1, 2018 is 28,282 representing a 7.9% increase (slightly less than 1% annual increase) from the April 1, 2010 Census count. Frederick County population was estimated at 87,776 in 2018 representing a 12.1% increase from April 1, 2010. Public School enrollment statewide experienced a net decline from the previous year- the first time that has happened since 1984.
- Staffed the February 12th Council meeting where the Creekside Condo rezoning and the roundabout open space conveyance ordinances were presented for First Readings. Also staffed the work session where CU-18-815 (the request for waivers of development standards at 333 W Cork St) was tabled at the request of the applicant until the February 26th work session. Also presented the request of Habitat For Humanity for a conveyance of some city-owned land at 218 Baker Street near the intersection with West Lane.
- Conducted a new Planning Commissioner orientation session with newly-appointed commissioner Leesa Mayfield.
- Compiled historical information to be posted by Communications Department for recognition of Black History Month.
- Met with representatives of the US Bureau of Census in advance of the 2020 Census.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Zoning and Inspections

- Completed:
 - 109 building permit inspections and issued 82 building/trades permits (\$114,350 valuation)
 - 64 code enforcement inspections and initiated 22 new cases
 - 5 new business reviews (1 Certificates of Business, 4 Certificates of Home Business)
- Issued temporary certificates of occupancy for Phase I of the Meadow Branch Apartments.
- Several Building Inspections staff members attended building code update training.
- Attended the Apple Blossom Festival emergency management planning meeting.
- Along with Planning Department, conducted orientation for new Planning Commissioner Leesa Mayfield.

Permit #	Type	Address	Description	Value
18 00001617	PLBG	414 W MONMOUTH ST	NEW FIXTURES	\$2,000.00
19 00000024	PLBG	2240 VALLEY AVE	NEW FIXTURES	\$1,800.00
19 00000284	NRRM	600 N LOUDOUN ST	INSTALL FIRE DOOR	\$2,500.00
19 00000390	NGAS	3050 S107 VALLEY AVE	GRILL, BUNSEN BURNERS	\$1,200.00
18 00001615	SIGN	2350 S PLEASANT VALLEY RD	REPLACE 10 BLDG MOUNTED SIGNS	\$0.00
19 00000389	MECH	621 ATWELL AVE	REPLACE HEAT PUMP	\$3,500.00
19 00000397	PLBG	1327 VALLEY AVE	EXPANSION TANK	\$100.00

Permit #	Type	Address	Description	Value
18 00001431	MECH	1705 U 101 AMHERST ST	NEW HEAT PUMPS	\$56,000.00
18 00001794	FSUP	655 E JUBAL EARLY DR	ALT. TO WET SYSTEM	\$1,000.00
19 00000387	BLDG	650 S110 CEDAR CREEK GR	FRAME IN OPENING, DRYWALL & IN	\$3,000.00
19 00000391	BLDG	2350 S PLEASANT VALLEY RD	CONSTRUCTION TRAILER	\$2,500.00
19 00000399	MECH	522 APPECROFT RD	NEW GAS FIREPLACE	\$3,000.00
19 00000399	NGAS	522 APPECROFT RD	NEW GAS FIREPLACE	\$575.00
19 00000400	NGAS	1836 AMHERST ST	REPLACE BOILERS IN ENERGY PLT	\$1,575.00
19 00000401	NGAS	391 E PALL MALL ST	REPLACE FURNACE	\$0.00
19 00000218	NRRM	2 N CAMERON ST	MINOR REMODEL	\$1,000.00
19 00000392	BLDG	2632 WINDWOOD DR	PITCHED ROOF OVER EXIST. ROOF	\$5,000.00
19 00000393	DEMO	212 E CORK ST	INTERIOR DEMO WORK	\$1,000.00
19 00000404	PLBG	519 APPECROFT RD	EXPANSION TANK	\$200.00
19 00000405	PLBG	210 BEECHCROFT RD	EXPANSION TANKS	\$200.00
19 00000406	PLBG	428 W CECIL ST	EXPANSION TANK	\$200.00
19 00000407	PLBG	212 W CEDARMEADE AVE	EXPANSION TANK	\$200.00
19 00000408	PLBG	410 CORNWALLIS CT	EXPANSION TANK	\$200.00
19 00000409	PLBG	608 DULLES CIR	EXPANSION TANK	\$200.00
19 00000410	PLBG	133 GARDEN CT	EXPANSION TANK	\$200.00
19 00000411	PLBG	519 FAIRMONT AVE	EXPANSION TANK	\$200.00
19 00000412	PLBG	412 IMPERIAL ST	EXPANSION TANK	\$200.00
19 00000413	PLBG	420 IMPERIAL ST	EXPANSION TANK	\$200.00
19 00000414	PLBG	309 S KENT ST	EXPANSION TANK	\$200.00
19 00000415	PLBG	311 1/2 S KENT ST	EXPANSION TANK	\$200.00
19 00000416	PLBG	113 OAKWOOD CT	EXPANSION TANK	\$200.00
19 00000417	PLBG	204 MILLWOOD AVE	EXPANSION TANKS	\$400.00
19 00000418	PLBG	210 MILLWOOD AVE	EXPANSION TANKS	\$400.00
19 00000419	PLBG	511 NATIONAL AVE	EXPANSION TANK	\$200.00
19 00000420	PLBG	328 RUSSELCROFT RD	EXPANSION TANK	\$200.00
19 00000421	PLBG	2712 SARATOGA DR	EXPANSION TANK	\$200.00

Permit #	Type	Address	Description	Value
19 00000422	PLBG	2928 SECOND ST	EXPANSION TANK	\$200.00
19 00000423	PLBG	112 SHIRLEY ST	EXPANSION TANK	\$200.00
19 00000424	PLBG	421 S STEWART ST	EXPANSION TANK	\$200.00
19 00000425	PLBG	421 SUPERIOR AVE	EXPANSION TANK	\$200.00
19 00000426	PLBG	3046 S100 VALLEY AVE	EXPANSION TANK	\$200.00
19 00000427	PLBG	3050 S100 VALLEY AVE	EXPANSION TANK	\$200.00
19 00000428	PLBG	503 WENTWORTH DR	EXPANSION TANK	\$200.00
19 00000429	PLBG	221 W WHITLOCK AVE	EXPANSION TANK	\$200.00
19 00000430	PLBG	651 WOODSTOCK LN	EXPANSION TANK	\$200.00
19 00000431	PLBG	655 WOODSTOCK LN	EXPANSION TANK	\$200.00
19 00000432	PLBG	657 WOODSTOCK LN	EXPANSION TANK	\$200.00
19 00000433	PLBG	563 YORK AVE	EXPANSION TANK	\$200.00
19 00000434	PLBG	575 YORK AVE	EXPANSION TANK	\$200.00
19 00000220	ELEC	339 MILLER ST	REMODEL	\$200.00
19 00000354	BLDG	3 S CAMERON ST	ADD 12' PARTITION WALL	\$400.00
19 00000379	ELEC	3 S BRADDOCK ST	GENERATOR 18-1228	\$5,500.00
19 00000394	BLDG	342 WOOD CIR	INTERIOR WATERPROOFING	\$9,400.00
19 00000394	PLBG	342 WOOD CIR	SUMP PUMP	\$300.00
19 00000435	PLBG	301 AVON CT	EXPANSION TANK	\$200.00
19 00000436	PLBG	302 AVON CT	EXPANSION TANK	\$200.00
19 00000437	PLBG	304 AVON CT	EXPANSION TANK	\$200.00
19 00000438	PLBG	306 AVON CT	EXPANSION TANK	\$200.00
19 00000439	PLBG	308 AVON CT	EXPANSION TANK	\$200.00
19 00000440	PLBG	310 AVON CT	EXPANSION TANK	\$200.00
19 00000441	PLBG	312 AVON CT	EXPANSION TANK	\$200.00
19 00000442	PLBG	314 AVON CT	EXPANSION TANK	\$200.00
19 00000443	PLBG	316 AVON CT	EXPANSION TANK	\$200.00
19 00000444	PLBG	318 AVON CT	EXPANSION TANK	\$200.00
19 00000445	PLBG	319 AVON CT	EXPANSION TANK	\$200.00

Permit #	Type	Address	Description	Value
19 00000446	PLBG	320 AVON CT	EXPANSION TANK	\$200.00
19 00000447	PLBG	322 AVON CT	EXPANSION TANK	\$200.00
19 00000448	PLBG	324 AVON CT	EXPANSION TANK	\$200.00
19 00000449	PLBG	328 AVON CT	EXPANSION TANK	\$200.00
19 00000450	PLBG	330 AVON CT	EXPANSION TANK	\$200.00
19 00000451	PLBG	338 AVON CT	EXPANSION TANK	\$200.00
19 00000452	PLBG	100 RICHARDS AVE	EXPANSION TANK	\$200.00
19 00000453	PLBG	102 RICHARDS AVE	EXPANSION TANK	\$200.00
19 00000454	PLBG	104 RICHARDS AVE	EXPANSION TANK	\$200.00
19 00000455	PLBG	106 RICHARDS AVE	EXPANSION TANKS	\$800.00
19 00000456	PLBG	108 RICHARDS AVE	EXPANSION TANK	\$200.00
19 00000457	PLBG	110 RICHARDS AVE	EXPANSION TANK	\$200.00
19 00000458	PLBG	110 RICHARDS AVE	EXPANSION TANK IN 110-A	\$200.00
19 00000459	PLBG	110 RICHARDS AVE	EXPANSION TANK IN 110-B	\$200.00
19 00000459	PLBG	110 RICHARDS AVE	EXPANSION TANK IN 110-B	\$200.00
19 00000460	PLBG	110 RICHARDS AVE	EXPANSION TANK IN 110-C	\$200.00
19 00000461	PLBG	110 RICHARDS AVE	EXPANSION TANK IN 110-D	\$200.00
19 00000462	PLBG	110 RICHARDS AVE	EXPANSION TANK IN 110-E	\$200.00
Total: 82				\$114,350

Public Services

- City Hall renovations: The new HVAC system for the Innovation and Information Services offices on the 4th floor is now operational.
- Began renovations on the 3rd floor of the Creamery Building this week. The Fire Department administration offices will move into this space when the work is completed.
- Responded to multiple large tree limbs that fell during the ice storm.
- Reviewed the final design of the HVAC system replacement and structural repairs for Handley Library. This project will be advertised for construction bids in April.

Division	Activity	Past Week	2018 Year-to-Date Totals	Measurement
Streets	Sidewalks repaired/replaced	0	0	Linear feet
	Streets repaved	0	0	Lane miles
	Potholes repaired	0	36	#
	Mowing	0	0	Acres
	Miles of streets swept	0	122	Miles
	Tons of leaves hauled	3	32.80	Tons
Trees	Dead/diseased trees removed	9	17	#
	Trees trimmed	0	62	#
	Stumps removed	25	33	#
Traffic	Street signs Installed/replaced	22	84	#
	Pavement markings repainted (City)	0	0	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	159.39	727.38	Tons
	Recycling collected	33.90	213.60	Tons
	Large item pickups	3	20	#
Transit	Total passengers	2,650	13,335	#
	Revenue miles pick up/drop off	3,881	20,923	Miles
	Revenue hours pick up/drop off	350.33	1,927.62	Hours
Utility billing	Payments processed	2,203	9,455	#
	New bills mailed out	2,439	8,604	#
	Water services turned off (non-payment)	7	41	#
Water treatment plant	Average daily water demand	6.62	6.36	Million gallons/day
	Peak daily water demand	6.87	7.52	Million gallons/day
Wastewater treatment plant	Average daily flow treated	8.09	9.74	Million gallons/day
	Peak daily flow treated	8.82	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	1	5	#
	Water meters read	3,009	9,249	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	2,932	17,918	Linear feet
	After-hours call outs	10	50	#

Division	Activity	Past Week	2018 Year-to-Date Totals	Measurement
Engineering	Site plans reviewed	0	12	#
	Floodplain permits issued	18	28	#
	Utility as-builts reviewed	0	2	#
	Right-of-way permits issued	0	18	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	2	6	#
	Erosion and sediment control inspections	52	312	#
	Erosion and sediment notices to comply	1	2	#
Facilities Maintenance	Work requests completed	21	125	#
	Special events assistance	0	1	#
	Maintenance of pedestrian mall	33	193	Staff hours
Equipment maintenance	Total repairs completed	103	490	#
Winchester Parking Authority	Work requests completed	8	49	#
	Special events - assistance provided	1	5	#
	Vandalism or property damage issues	2	3	#
	New monthly rentals	6	22	#
	Monthly rental cancellations	5	12	#
	Hourly parkers (all four garages)	3,027	13,810	#
	Park-Mobile transactions	584	3,117	#

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	1,920	3,420
Water service lines replaced (number)	0	4
Water meters replaced (number)	114	750
Sanitary sewer mains replaced/lined (linear feet)	0	0
Sanitary sewer laterals replaced (number)	0	2
Sanitary manholes replaced (number)	1	4
Sidewalks replaced (linear feet)	30	4,933

Social Services

- Received 103 Benefit Program applications: 38 SNAP, 53 Medicaid, 2 TANF, 0 VIEW, 2 Child Care, 0 Auxiliary Grant, 2 General Relief, 8 Energy Assistance Program
- Provided case management to:
 - 3,295 Medicaid cases
 - 1,615 SNAP cases
 - 72 TANF cases
 - 15 Auxiliary Grant cases
 - 38 individuals receive VIEW services
 - 47 families/98 children receive Child Care Subsidy Assistance (52 families/88 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	133/136
Child Protective Service referrals	4
Placed "on notice" for foster care entry by JDRC	2
Children in foster care	54
Entered/exited foster care	0/5
Adoption subsidy cases/adoptions finalized	52/0
Child Protective Service (CPS) case management load	66
Benefit program fraud & overpayment referrals/investigations	0/1
CPS family assessments & investigations of alleged maltreatment	74
Family Service intakes	6
Adult Protective Service referrals	4
Adult services case management load	12
Adult guardianships/cases	2/66
Adult Protective Service investigations/intakes	16/4
Family Services Prevention case management load	4
Uniform Assessment Instrument screenings	3

Parks & Recreation

- Held Customer Appreciation Day.
- Attended webinar for National Recreation and Park Association Grant.
- Attended Apple Blossom kick-off meeting.
- Attended Shenandoah Valley Tennis Authority meeting.
- Began working on the Summer 2019 Activity Guide.
- Patched and painted Recreation Room walls at the War Memorial Building.
- Attended meeting with the Youth Development Center's Executive Director.

Support Services

Innovation and Information Services (IIS)

- Assisted security vender with server install.
- Continued to build WAF policies for ServiceDesk.
- Continued efforts related to Senior Network Engineer recruitment.
- Met with cabling sub-contractor on site-surveys for expanding the City's network.
- Researched options for encrypting City email traffic.
- Ordered additional network equipment for Middletown Water Treatment plant expansion.
- Conducted Hotwash of recent disaster recovery exercise with vendor.
- Held kick-off meeting with vendor to redesign and provide high availability for SQL server environment.
- Conducted iPhone migration and setup for Police & Fire departments.
- Continued discussions with web developer on new website hosting options.

Communications

- Distributed the [February 13, 2019 CitE-News issue](#).
- Handled 6 media requests for City information and staff interviews and 11 media requests for WPD.
- Handled or began processing 2 FOIA requests.
- Created a new look for the Police Department's Teen Citizen Academy posters and social media promotions. Also created an online application webform to replace the paper form.
- Created an online registration form for the upcoming WPD Junior Academy. Registration will begin in March.
- Created and released the 3rd episode of the Rouss Review podcast. Main topic: Animal cruelty, laws and what the WPD can and cannot do to help. [Listen](#)
- Created a graphic for the Crime Solvers P3 app promotions.
- Finished editing and released the 8th edition of the interdepartmental news letter for the Police Department.
- Attended Manufacturing Week meeting with Economic Development.
- Began designing infographic for Old Town Winchester's annual report and a 275th anniversary ad for the Park activity guide.
- Added content to the Police Department's Animal Control Unit web page.
- Worked with the Police Department on initial plans for the second annual Badges & Batter pancake breakfast (March 15 from 7-9:30 at the Moose Lodge, details coming soon).
- Prepared for the second season return of publiCITY. Next episode will cover the City's stormwater system and be released later this month.
- Promoted [Charlie Rouss' birthday](#) on Monday, February 11.
- Continued working on the 2018 annual report using OpenGov stories.
- Continued working on the new WPD website which will be integrated with the City's redesigned website.
- Continued working on the 275th anniversary celebration planning.
- Began posting Winchester Black History information on Facebook. Posts will appear throughout the month.

Date	News Releases
2/9	Man arrested for forcible sodomy following reports of indecent exposure - watch
2/13	Winchester Police now offering online registration for Teen Citizen Academy - watch

Date	Segments on WDVM
2/9	Police: Winchester man arrested for exposing himself to several women - watch
2/11	Frederick County man charged after exposing himself to several women - watch
2/12	Man sentenced in triple shooting - watch

Date	Articles in <i>The Winchester Star</i>
2/9	Too many questions: Please delay hospital project
2/11	Open Forum: HDP's 'prototype'
	Man accused of indecent exposure, sexual assault
2/12	Open Forum: Old hospital site
	Suspected wife beater charged
2/13	Man to serve over 19 years for 2018 triple shooting
	Icy wonderland leaves thousands without electricity (photo - Jim Barnett Park)
	Crime Solvers now has an app to share tips
	Board mulls calling Social Services over lunch money
	No bids received for renovation projects
2/14	Winchester gives HDP extension for revision
	New signs mark different date of city's founding
2/15	Footbridge placed for future Patsy Cline park